
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

October 21, 2011

ADMINISTRATIVE ASSISTANT—(Lyon County—Western KY Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have three years of experience in business, administrative work, research, or clerical experience. College will substitute for the required experience on a year-for-year basis.

ADMINISTRATIVE SECRETARY—(Morgan Co. — Eastern KY Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of office support experience. Additional education will substitute for the required experience on a year-for-year basis. Office support experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SECRETARY—(Oldham Co. — Roederer Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of office support experience. Additional education will substitute for the required experience on a year-for-year basis. Office support experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST II—(Franklin County—Div. of Probation and Parole)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have one year of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Franklin Co. - Central Office/ Local Facilities)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Franklin Co. - Parole & Victims Services/Central Office)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CERTIFIED PSYCHOLOGIST/PSYCH ASSOC/LIC PSYCH PRAC I—(Oldham County—Luther Luckett Correctional Complex/Div. of Mental Health)—Grade 14—(\$2937.20 - \$3890.90) **MINIMUM REQUIREMENTS:** Must be certified or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology as a Certified Psychologist, Psychological Associate or Licensed Psychological Practitioner.

CLASSIFICATION & TREATMENT OFFICER I—(Shelby Co. — KY Correctional Institution for Women)—Grade 12—(\$2427.44 - \$3215.72) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

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CORRECTIONAL CAPTAIN I—(Muhlenberg Co.—Green River Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Oldham County— KY State Reformatory/ Operations Plant/KY Correctional Industries)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** High School graduate. Must have two years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstery, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, two-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field. Additional education in one of the above fields will substitute for one year of the specific trades experience on a year-for-year basis.

CORRECTIONAL SERGEANT—(Lyon Co. —KY State Penitentiary)—Grade 10—(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have one year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for the year of required experience. Must be twenty-one years of age.

CORRECTIONS TRAINING INSTRUCTOR / COORDINATOR II – (Oldham County – CRT-Corrections Training)—Grade 14 – (\$2937.20 - \$3890.90) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years experience in corrections, two of which must have been in corrections training. Graduate study in corrections, justice administration or law will substitute for the three years of experience in corrections on a year-for-year basis. Experience in corrections will substitute for the required college on a year-for-year basis.

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CORRECTIONS UNIT ADMINISTRATOR I—2 Positions—(Oldham County—Roederer Correctional Complex)—Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN II—(Boyle County—Northpoint Training Center)—Grade 9—(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** Must have three years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—(Shelby Co.— KY Correctional Institution for Women)—Grade 10—(\$2006.08-\$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

NETWORK ANALYST I—(Oldham County—Luther Luckett Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree, OR, graduate of a college or university with an associate's degree in electrical engineering. Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. Experience in computer programming, systems analysis, systems support, network technician services or production support will substitute for the bachelor's degree requirement on a year-for-year basis.

NETWORK ANALYST III—(Franklin Co.- Central Office/ IT)—Grade 15—(\$3,230.84 - \$4,280.10) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree, OR, graduate of a college or university with an associate's degree in electrical engineering. Must have three years of network analysis experience, OR, four years experience in computer programming, network technician services, systems analysis, systems support or production support. Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. A master's degree in computer science or electrical engineering will substitute for one year of the required experience. Experience in computer programming, systems analysis, systems support, network services or production support will substitute for the bachelor's degree requirement on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II— (Morgan Co.—Eastern KY Correctional Complex)—Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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OFFICE SUPPORT ASSISTANT II— (Boyd Co. — Probation and Parole)—Grade 8— (\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II— (Pike Co. — Probation and Parole)—Grade 8— (\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II— (Oldham Co. — Roederer Correctional Complex)—Grade 8— (\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

POSTAL TECHNICIAN I—(Morgan County—Eastern KY Correctional Complex)—Grade 9— (\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have a valid driver's license.

PSYCHOLOGIST LICENSED I—(Oldham County—KY State Reformatory)—Grade 16— (\$3553.88 - \$4707.96) **MINIMUM REQUIREMENTS:** Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

PSYCHOLOGIST LICENSED I—(Oldham County—Luther Luckett Correctional Complex)—Grade 16— (\$3553.88 - \$4707.96) **MINIMUM REQUIREMENTS:** Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.